

<b>CITY OF TAKOMA PARK RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		Schedule No. <b>M-185</b>
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<b>LIBRARY</b>		
Item No.	Description	Retention
1.	<b>Receipts</b>  Copy of summary sheet sent to Finance with deposit; back-up data input; log of daily count; transaction log and reconciliation notes.	Screen annually and destroy the material that is no longer needed for business.
2.	<b>Payroll</b>  Time sheets for individual employees; copies of leave slips and summary sheet for biweekly payroll submission.	Screen annually and destroy the material that is no longer needed for business.
3.	<b>Purchase Orders</b>  Copies of purchase orders and corresponding back-up information (e.g., invoices, packing slips, confirmations, correspondence from vendors, orders, etc.)	Screen annually and destroy the material that is no longer needed for business.
4.	<b>Petty Cash</b>  Copy of replenishment purchase order and supporting documentation (e.g., invoices and receipts); log of transactions.	Screen annually and destroy the material that is no longer needed for business.
5.	<b>Subscription Vendors</b>  Renewal lists with copy of quarterly invoices; correspondence with vendor, claims reports, etc.	Screen annually and destroy the material that is no longer needed for business.

Approved by Department, Agency, or Division Representative:  Date <u>8/23/04</u> Signature <u><i>Catherine E. Waters</i></u> Print Name <u>Catherine E. Waters</u> Title <u>City Clerk / Treasurer</u>	Schedule Authorized by State Archivist.  Date <u>OCT 19 2004</u> Signature <u><i>Edward C. Papenfuss</i></u>
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Item No.	Description	Retention
6.	<b>Budget</b>  Information and data used in compiling annual department budget (e.g., instructions, statistics, calculations, projections, etc.)	Screen annually and destroy the material that is no longer needed for business.
7.	<b>Personnel</b>  Variety of information related to personnel matters: data on hiring (interviews, tests) of individual employees, information for recruiting and advertising for positions, documentation regarding position classification, and materials related to the performance evaluation of individual employees.	Screen annually and destroy the reference material that is no longer needed for business. Retain performance evaluation materials for three years following finalization of corresponding annual evaluation, then destroy.
8.	<b>Automation</b>  Correspondence and documentation related to all aspects of the Library's automation.	Screen annually and destroy the material that is no longer needed for business.
9.	<b>Maxcess Library Software Source Code (Computer File)</b>  Code for library automation (public access catalog, circulation).	Kept sealed in safe in Finance. Maxcess Corporation exchanges old code with new software updates.
10.	<b>Friends of Takoma Park Municipal Library (FTPML)</b>  Information and other materials regarding FTPML activities, gifts, projects, contracts, etc. Documentation of Board of Directors' activities since inception in 1994.	Retain permanently. Transfer periodically to the Maryland State Archives.
11.	<b>Subject &amp; Project Files</b>  Documentation, correspondence, photos and other resource materials regarding activities, programs, projects, topics of special interest, etc.	Screen annually and destroy the material that is no longer needed for business.

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
12.	<b>Program Records</b>  Information regarding individual programs—dates, content and attendance.	Screen annually and destroy the material that is no longer needed for business.
13.	<b>General Correspondence</b>  Original incoming letters, copies of outgoing letters memoranda, studies, reports, directives, policies and other materials related to the administration of the department. Correspondence is maintained in either hard copy or digital files.	Screen annually and destroy the material that is no longer needed for business.
14.	<b>Hardware/Software</b>  Documentation and instruction manuals; materials related to Web page maintenance.	Screen annually and destroy the material that is no longer needed for business.
15.	<b>Reference Materials</b>  Publisher catalogs; notes, instruction manuals and other materials from various conferences and workshops.	Screen annually and destroy the material that is no longer needed for business.